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Bulletin template: Transfer Opportunity

Job posting preview eLink history

Bulletin details ADMINISTRATIVE SERVICES MANAGER I

Bulletin status Open

Item Number	1002 ADMINISTRATIVE SERVICES MANAGER I
Position Title	ADMINISTRATIVE SERVICES MANAGER I
Requirements	<p>Permanent employees of Los Angeles County who have passed their initial probationary period, holding the payroll title of Administrative Services Manager I or a comparable item with the same breadth of experience, scope of responsibilities, and one year of Fiscal and Budget experience are invited to submit their interest.</p> <p>Permanent County employees who meet the requirements are invited to make their interest known by submitting: 1) cover letter with employee number; 2) resume detailing relevant experience; 3) copies of your last two years Performance Evaluations and; 4) two years of Time History Report.</p> <p>NOTE: ALL REQUIRED DOCUMENTS WILL BE ACCEPTED VIA ONLINE FILING ONLY.</p> <p>All materials submitted will be evaluated, and only the most qualified individuals will be invited to participate in the in interview.</p>
Department	Board of Supervisors Executive Office
Analyst	Bryant, Ester ((213) 893-0970)
Manager	Morris, Fanita ((213) 974-1043)
Number of Vacancies	1
Positions Remaining	1
Allow Reapplies	
Additional Title	
Job Field	Finance and Accounting
Job Type	Administrative Support
Region	Metro (Los Angeles/West Hollywood/Eagle Rock)
Type of Recruitment	Transfer Opportunity
Filing Type	Standard

Filing End Date	20-Nov-2013
Filing End Time	5:00 pm PST
Duties	<ul style="list-style-type: none">• Plans, organizes, assigns and evaluates the work of staff through subordinate supervisors responsible for the Board of Supervisors and departmental commissions' accounting, budget, procurement, contracting and mail room services and is responsible for client departments' accounting, procurement and mail room services.• Prepares and administers the budget for the Executive Office, five Board Offices and commissions assigned to the Department.• Participates in budget negotiations with representatives from the Chief Executive Office by providing justifications of the requested budget to obtain budget approval.• Administers and controls budget expenditures by monitoring, analyzing and preparing estimated actual reports for the Executive Office, the five Board Offices and commissions in order to stay within the established budget.• Supervises the maintenance of inventory records and conducts periodic inventories of equipment and supplies in accordance with the Auditor Controller's guidelines and procedures.• Oversees and monitors the compliance of Countywide and departmental contracts to ensure legal requirements are being met in accordance with established contract terms and conditions.• Works with the Internal Services Department on various issues, including procurement of supplies and vehicles, as well as the maintenance of office space and equipment.• Participates in the formulation and interpretation of departmental fiscal policies.• Performs special assignments as required by senior management.• Assists Chief of Fiscal as needed.
Desirable Qualifications	
Certificate(s) Required	
Shift	Day
General Information	
Vacancy Information	The position is assigned to the Fiscal Services Division in the Executive Office of the Board of Supervisors located at 500 West Temple Street, Los Angeles, CA 90012.

Contact Name

Contact Phone

Contact Email

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Bulletin Notes

Ester Bryant

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ebryant@bos.lacounty.gov

Bulletin team	Name	Dept.	Job title	Phone	Fax
	Morris, Fanita ((213) 974-1043)	Board of Supervisors	Senior Departmental Personnel Technician	(213) 974-1043	(213) 626-1398
	Castaneda, Barbara ((213) 893-0930)	Board of Supervisors	Senior Board Specialist	(213) 893-0930	(213) 626-1398
	Bryant, Ester ((213) 893-0970)	Board of Supervisors	Head Board Specialist	(213) 893-0970	(213) 626-1398

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12-Nov-2013